



## *CITY OF PLEASANT HILL*

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# **DEVELOPMENT PLAN PERMIT**

## Application Guide

### **WHAT IS A DEVELOPMENT PLAN?**

The City's Zoning Ordinance requires a Development Plan (site plan) Permit for (1) all new stores, motels, offices, restaurants and similar structures designed for an occupancy load of 30 persons or more, (2) property zoned PUD, or (3) an addition of 7,000 square feet or more to an existing store, motel, office, restaurant or similar structure. The purpose of the Development Plan Permit is to allow discretionary review by the City of a land use proposal which may have an impact on persons residing or working in the vicinity or properties adjacent to the proposed project.

In reviewing the development plan, the Public Works and Community Development Department will consider such items as building placement and size, traffic generation, internal traffic and pedestrian circulation, the amount and location of landscaping, compatibility with adjoining properties, and other potential impacts; and it will prepare a written recommendation to the Planning Commission in the form of a staff report.

Based on the staff recommendation, in addition to input from any other interested parties, the Planning Commission may impose various conditions of project approval with respect to the general character in which the site is located, to protect public health, safety and general welfare or to ensure operation and maintenance of the use in a manner compatible with existing and potential uses on adjacent properties.

### **WHAT ARE THE SPECIFIC REVIEW CRITERIA FOR A DEVELOPMENT PLAN?**

The Zoning Ordinance requires the City to make specific findings on four issues. Positive findings must be made on the following:

1. The proposed development will not be detrimental to the health, safety, and general welfare of persons residing or working in the vicinity of the proposed development;
2. The proposed development will not be injurious or detrimental to adjacent properties or to property in the neighborhood or in the city;
3. The proposed development is consistent with the policies and goals established by the General Plan; and

4. The proposed development is architecturally compatible with other developments in the vicinity, both inside and outside the district.

## **WHAT ARE THE STEPS?**

**Step 1** Preliminary Review - Prior to submittal of a formal application, it is recommended that the applicant discuss the preliminary proposal with staff. The staff can, if requested, respond back in writing regarding the project conformity with the Zoning Ordinance, General Plan, environmental and neighborhood concerns which may be involved, applicable site planning, building design, landscaping, and other criteria, and application fee requirements.

**Step 2** Filing the Application - Application for a Development Plan should be made on the Public Works and Community Development Department's Application for Development Review form. The application form must be accompanied by the additional supporting materials specified by the Public Works and Community Development Department, including plans, drawings, and other project description information necessary to permit adequate review of the proposed action. A filing fee will be required for each Development Plan permit application in the amount set by the City Council.

A Public Works and Community Development Department staff member will be assigned to review the application materials for completeness. Additional information may be required as staff review of the project progresses.

**Step 3** Environmental Review - Most Development Plan permit applications must go through the City's Environmental Review Process. After submittal of a completed Environmental Information Questionnaire by the applicant, an Initial Study will be completed by the Public Works and Community Development Department which consists of a preliminary evaluation of project relationships to the General Plan and Zoning Ordinance and its potentials for significant adverse environmental effects. If the Initial Study indicates no potential for significant environmental effects, a Negative Declaration (a brief statement describing why an Environmental Impact Report [EIR] is not required) will be recommended for Planning Commission approval. If, on the other hand, the Initial Study indicates that significant adverse environmental effects may occur, preparation of focused studies or an EIR may be required for Planning Commission approval.

**Step 4** Architectural Review - Prior to Planning Commission approval of the request, most Development Plan applications involving construction are also subject to the City's site plan and architectural review requirements. The Architectural Review Commission has a separate application guide which can be obtained from the Public Works and Community Development Department. Applicants are encouraged to apply for all approvals at the time of their original application to allow concurrent processing.

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**Step 5**     Planning Commission Review - The Planning Commission is required to hold at least one public hearing on the Development Plan Permit application. The hearing will be held within forty-five (45) days of the application filing date. At least ten (10) days prior to the hearing, a notice will be mailed to all property owners and residents within 300 feet of the proposed use.

Following completion of required environmental documentation, the Public Works and Community Development Department will prepare a staff report which includes: (1) a description of the proposal; (2) a summary of its relationship to relevant General Plan and Zoning Ordinance provisions, as well as its environmental, land use, traffic, and other implications; and (3) related staff recommendations with respect to project approval. A copy of this report will be sent to the applicant during the week preceding the Planning Commission hearing. Copies will also be available for public review at the Public Works and Community Development Department.

At the public hearing the staff will present its report and recommendations. Testimony from the applicant and other interested persons will also be permitted. The Planning Commission may then close the public hearing and make a decision to approve or conditionally approve the request, or deny the request, or may postpone the decision and continue the public hearing to a later date so that more information can be provided. After a Planning Commission decision is made, that decision will become final within ten (10) days unless an appeal is filed as described below.

**Step 6**     Building Permit Issuance - After ten (10) days have elapsed from Planning Commission and Architectural Review Commission approvals, whichever is later, and all application approval requirements and related ordinances have been complied with, the City Building Inspector may issue a Building Permit if one is required. The Building Inspector will then work to ensure that the project is completed in compliance with all permits, approved plans and related conditions.

### **WHAT MUST BE SUBMITTED?**

All submittal information required in the General Submittal Requirements Checklist shall be presented including the Application for Development Review form, and related fees to the Public Works and Community Development Department before the application can be accepted as complete. A letter will be sent to the applicant within thirty (30) days indicating whether the application is complete or incomplete, and why, along with the name of the staff member reviewing the application.

### **MAY A DECISION BE APPEALED?**

You or anyone else who is dissatisfied with the decision of the Planning Commission may appeal that decision to the City Council. To appeal, a written statement and filing fee must be filed with the Public Works and Community Development Director within ten (10) days from the mailing date

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of the Action Letter which normally occurs within two (2) business days. A public hearing will then be set before the City Council to consider the appeal.

If no appeal to a decision is filed within ten (10) days, your application will be considered approved, subject to any conditions imposed by the Planning Commission.

### **WHEN DOES THE PLANNING COMMISSION MEET?**

The Planning Commission holds public hearings on the second and fourth Tuesday of every month. These meetings commence at 7:30 p.m. and are held in the Council Chambers of the City Hall.